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Digital Archiving: A Brief Introduction

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DIGITAL ARCHIVING: A BRIEF INTRODUCTION

Spring 2022 Community Data Curation Intern
Orientation

Katie Coldiron, Digital Archivist

Wolfsonian Public Humanities Lab-FIU



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Community Data Curation: Preserving, Creating, and Narrating Everyday Stories

The Community Data Curation Mellon Grant represents a partnership between the Wolfsonian Public Humanities Lab-FIU and eight distinct organizations around South Florida.

- **Sant La Haitian Neighborhood Center:** Non-profit and community-based service agency with a small archive.
- **Stonewall National Museum & Archives:** Major U.S. LGBTQ archive and library with small exhibition space.
- **World AIDS Museum and Educational Center:** Small, relatively new museum focused on preserving AIDS-related narratives and eliminating stigma associated with HIV-AIDS.
- **African American Research Library and Cultural Center:** Flagship branch of the Broward County Library System focused on the preservation of African, African American, and Caribbean cultures. Includes an archive, library, and exhibition space.
- **Historic Hampton House Museum and Cultural Center:** Former Green Book hotel turned museum, educational and event space. Has a small archive of primarily objects and photos.
- **Museum of Graffiti:** First museum in the world dedicated to graffiti art.
- **Vizcaya Museum and Gardens:** House museum with archives related to construction and maintenance of the estate.
- **Jewish Museum of Florida-FIU:** University-affiliated museum dedicated to documenting the Jewish diaspora of the State of Florida. Archive consists of mainly photos.



What will you be doing?

- **No two interns will have the exact same work.**
- For all interns, the archival work will include the following, with some nuances:
 - Appraising and preparing materials for digitization
 - Digitizing materials
 - Aiding in ingest of materials into dPanther and/or institution's digital repository
 - Metadata
 - Photo editing
 - Optical Character Recognition (OCR)
 - Oral history collection

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Appraising and Preparing Materials for Digitization

- Appraisal: The process of determining whether records and other materials have permanent (archival) value.-Society of American Archivists Dictionary (2022)
- In conjunction with your on-site supervisor, you will assess archival collections value for digitization.
- Questions to ask when appraising for digitization:
 - Is the item part of a larger series or collection already flagged for digitization?
 - Is the item in a poor physical state?
 - Is the item legacy media? (CD's, videocassettes, cassette tapes, etc.)
 - What is the item's copyright status?
- Once items are identified, they should be put in an easy-to-follow spreadsheet list (more on that later).

	Collection 1	Collection 2	Collection 3	Collection 4
Usage (physical materials) 1=Low to 5=High				
Anticipated usage (digital materials) 1=Low to 5=High				
Unique content 1=Common to 5=Rare				
Copyrights cleared (1=no, 3=in process, 5=cleared)				
Condition (1=excellent to 5=poor)				
Within scope mission/collection development 1=no to 5=yes				
Total				

Source: (Rogers and Urbec 2021)

Copyright: Determining an Item's Status



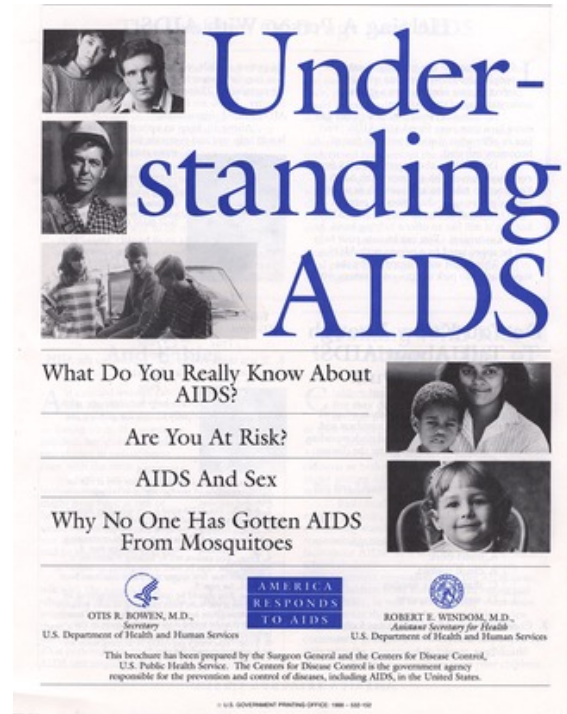
- What is copyright?
 - "A type of intellectual property that protects original works of authorship as soon as an author fixes a work in a tangible form of expression." (U.S. Copyright Office 2022)
- To comply with the legal restrictions of copyright, anyone wishing to use the material must comply with fair use practice as outlined in a Rights Statement or Creative Commons license.
- Four Factors of Fair Use
 - The Purpose and Character of the Use
 - The Nature of the Copyrighted Work
 - The Amount or Sustainability of the Portion Used
 - The Effect of the Use on the Potential Market for or Value of the Work.
- **All items that go into dPanther must have [Rights Statements](#).**

Test Your Copyright Knowledge!



[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

The narrator holds copyright, but release forms allow for publishing and use by other persons and entities.



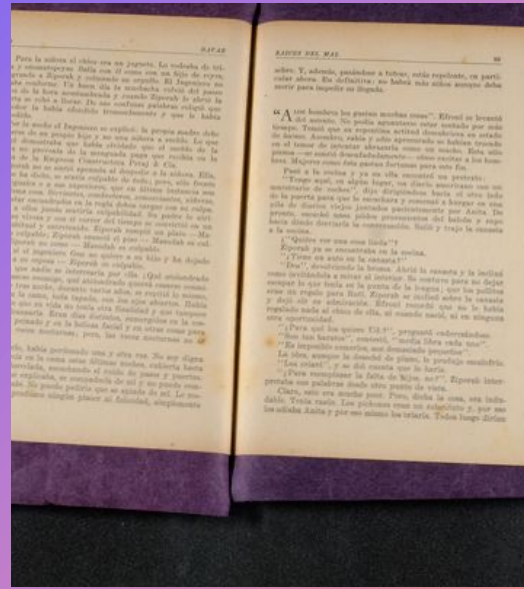
[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

Materials made and released by U.S. government entities are normally public domain.

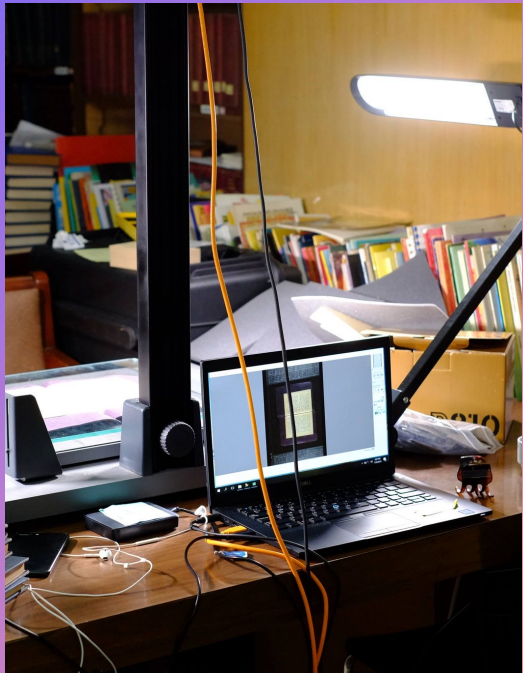


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Those involved in the creation of the album hold copyright (Lou Rawles et al.)



Digitizing Materials



- Different items require different techniques
 - Paper: Flatbed scanner, baseboard with camera on copy stand, book cradle, foam padding, opaque paper, paperweights, staple remover, etc.
 - Objects: Camera with tripod or copy stand, neutral background, paperweights and other objects to position object, etc.
 - Legacy audiovisual media: Cassette tape player, software like Adobe Audition, VHS player, software like Elgato Video Capture
- Lighting is everything
 - You won't always be able to control where you are digitizing.
 - Full spectrum lighting is the goal.
 - External lights are checked every day before beginning work with a color target.
 - **Not applicable to the flatbed scanner or legacy audiovisual media.**

Source: Les Goldschmidt

More Equipment You Might See on the Job



Flatbed Scanner



VHS to Digital Conversion Station



Audio Cassette Tape to Digital Conversion Station

Ingesting Materials into a Digital Repository

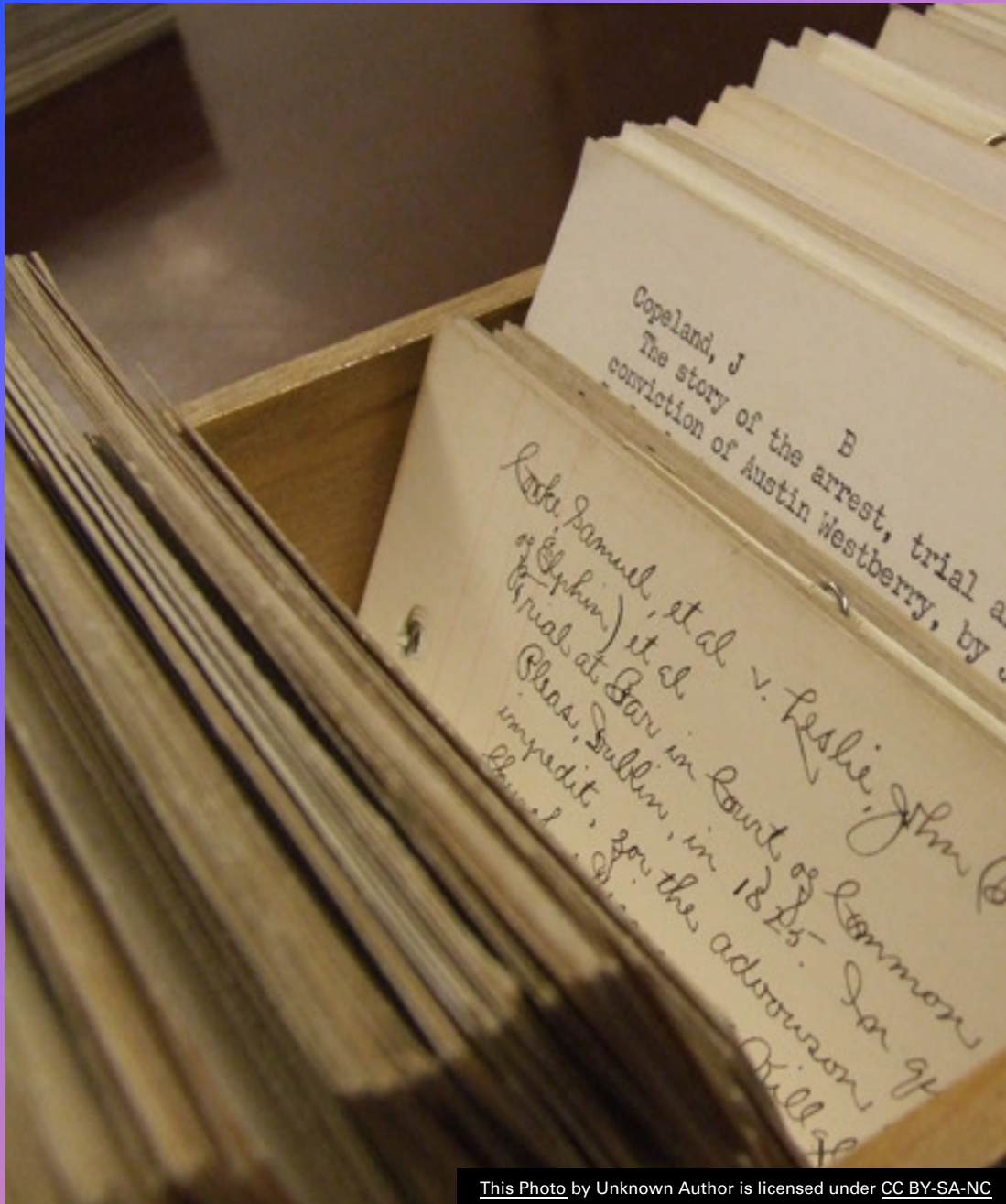
- Items are digitally archived once they are in a digital repository.
- Items can be discoverable or restricted, depending on wishes of the creator and/or donor.
- Keys for discoverability
 - Descriptive metadata in a recognized schema/structure
 - Clear photos with alt text and organized PDF files
 - Optical character recognition for items including text



Image Source: dpanther.fiu.edu

What is Metadata?

- “Data about Data”
- 4 Key Standards
 - Structure: Also called schema, different ones are employed for different institutions and disciplines (MARC: LOC standard, Dublin Core, MODS: MARC/Dublin Core hybrid, VRA Core: images and works of art, etc.)
 - Content: Formatting rules (ex. last name, first name)
 - Value: Controlled vocabularies (ex. LOC subject headings, inclusive linked data initiatives like homosaurus.org, [Change the Subject movement](#))
 - Format: How to encode the metadata for machine readability (ex. XML vs. CSV format)
- Metadata in Action
 - [FIU Groundbreaking](#)



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Information Source: (Cofield 2022)

Helvetica Neue 10 A^ A^ Wrap Text Text Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select Analyze Data

A2 fx identifier

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	identifier	titleInfo	abstract	language	creator1	type	roleTerm1	creator2	type	roleTerm2	name3	type	roleTerm3	dateCreate
2	hal00001	Interview with Marva Angel	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Marva Angel	personal	interviewee	Hampton Art Lovers	corporate	host institution	Nathaniel Cadle	personal	interviewer	July 17, 202
3	hal00002	Interview with Delroy McFarlane	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Delroy McFarlane	personal	interviewee	Hampton Art Lovers	corporate	host institution	Nathaniel Cadle	personal	interviewer	July 17, 202
4	hal00003	Interview with Gizelle Ortiz-Velazquez	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Gizelle Ortiz-Velazquez	personal	interviewee	Hampton Art Lovers	corporate	host institution	Nathaniel Cadle	personal	interviewer	July 17, 202
5	hal00004	Interview with Gregory Brandt	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Gregory Brandt	personal	interviewee	Hampton Art Lovers	corporate	host institution	Nathaniel Cadle	personal	interviewer	July 17, 202
6	hal00005	Interview with Charles Clark III	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Charles Clark III	personal	interviewee	Hampton Art Lovers	corporate	host institution	Isabel Brador Sanz	personal	interviewer	July 17, 202
7	hal00006	Interview with Denise Rocke	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Denise Rocke	personal	interviewee	Hampton Art Lovers	corporate	host institution	Isabel Brador Sanz	personal	interviewer	July 17, 202
8	hal00007	Interview with Regina Silas	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Regina Silas	personal	interviewee	Hampton Art Lovers	corporate	host institution	Isabel Brador Sanz	personal	interviewer	July 17, 202
9	hal00008	Interview with Aaron J. Jackson	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Aaron J. Jackson	personal	interviewee	Hampton Art Lovers	corporate	host institution	Isabel Brador Sanz	personal	interviewer	July 17, 202
10	hal00009	Interview with Richard Standifer	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Richard Standifer	personal	interviewee	Hampton Art Lovers	corporate	host institution	Isabel Brador Sanz	personal	interviewer	July 17, 202
11	hal00010	Interview with Rocío Martínez	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Rocío Martínez	personal	interviewee	Hampton Art Lovers	corporate	host institution	Isabel Brador Sanz	personal	interviewer	July 17, 202
12	hal00011	Interview with Violaïne Babolat	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Violaïne Babolat	personal	interviewee	Hampton Art Lovers	corporate	host institution	Isabel Brador Sanz	personal	interviewer	July 17, 202
13	hal00012	Interview with Kadisha Phelps, Esq.	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Kadisha Phelps	personal	interviewee	Hampton Art Lovers	corporate	host institution	Isabel Brador Sanz	personal	interviewer	July 17, 202
14	hal00013	Interview with Tatiana Gabriela LaPlanche	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Tatiana Gabriela LaPlanche	personal	interviewee	Hampton Art Lovers	corporate	host institution	Isabel Brador Sanz	personal	interviewer	July 17, 202
15	hal00014	Interview with Dillard Elmore	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Dillard Elmore	personal	interviewee	Hampton Art Lovers	corporate	host institution	Nathaniel Cadle	personal	interviewer	July 17, 202
16	hal00015	Interview with Tyhesha Elmore	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Tyhesha Elmore	personal	interviewee	Hampton Art Lovers	corporate	host institution	Nathaniel Cadle	personal	interviewer	July 17, 202
17	hal00016	Interview with Mitch Rymar	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Mitch Rymar	personal	interviewee	Hampton Art Lovers	corporate	host institution	Nathaniel Cadle	personal	interviewer	July 17, 202
18	hal00017	Interview with Gerri Sternfeld	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Gerri Sternfeld	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
19	hal00018	Interview with Ingrid Gilliam Alexander	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Ingrid Gilliam Alexander	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
20	hal00019	Interview with Justin Cardoza	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Justin Cardoza	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
21	hal00020	Interview with Terrell Anderson	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Terrell Anderson	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
22	hal00021	Interview with Corbin Patrick Graves	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Corbin Patrick Graves	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
23	hal00022	Interview with Greg Prickett	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Greg Prickett	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
24	hal00023	Interview with Enrique Rosell	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Enrique Rosell	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
25	hal00024	Interview with Mosaide Drews	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Mosaide Drews	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
26	hal00025	Interview with Kendrick Whittle	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Kendrick Whittle	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
27	hal00026	Interview with Nancy Ancrum	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Nancy Ancrum	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
28	hal00027	Interview with Nathaniel Joseph	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Nathaniel Joseph	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
29	hal00028	Interview with Marvin Weeks	Part of a collection of brief oral histories gathered at "Jazz Under a Simple Tree at the V	English	Marvin Weeks	personal	interviewee	Hampton Art Lovers	corporate	host institution	Katie Coldiron	personal	interviewer	July 17, 202
30														
31														
32														

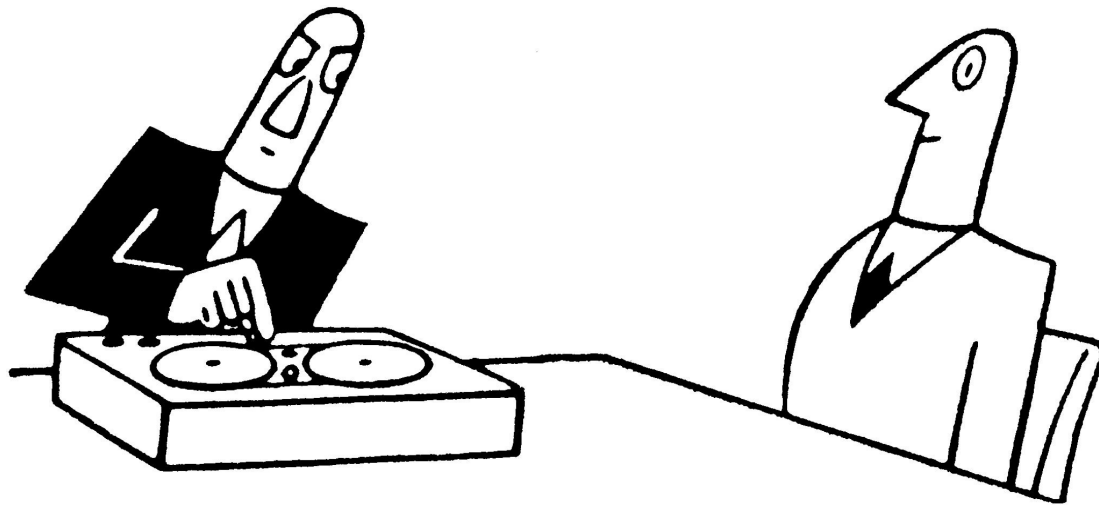
CREATION OF METADATA-SPREADSHEETS, AND MORE SPREADSHEETS

The background of the slide is a screenshot of the Adobe Photoshop interface. The main canvas shows a woman with long dark hair, wearing a plaid shirt and jeans, sitting on a beach and taking a photograph with a camera. The city skyline is visible in the background. The Photoshop interface includes a top menu bar with options like 'Edit', 'Image', 'Layer', 'Type', 'Select', 'Filter', '3D', 'View', 'Window', and 'Help'. On the right side, there are panels for 'Color', 'Swatches', 'Adjustments', 'Styles', 'Layers', 'Channels', and 'Paths'. The 'Layers' panel shows several layers named 'IMG_8861 copy', 'IMG_8862 copy', 'IMG_8861', and 'IMG_8862'. The title 'Photo Editing & OCR' is overlaid in large white text on the right side of the image.

Photo Editing & OCR

- Software like Adobe Photoshop is useful for cropping photos and color correction.
- For books and other multi-page materials, the edited images should be put together into one PDF file on Adobe Acrobat.
- Optical Character Recognition (OCR)-Searchable text in a digital file
 - Can be done via Adobe Acrobat in multiple languages.

Oral History Preservation



- Oral histories being collected during the grant period should be recorded in digital formats like .wav or .mov.
- **Oral history narrators should always sign consent forms, and these consent forms should be digitized and archived alongside oral histories themselves.**
- Mics should always be used, and sound edited later with software like Premiere Pro and Audacity.
- Some partners have oral histories on legacy formats
- Metadata creation
- Transcription-Can be done in FIU Digital Scholar Studio with Express Scribe Transcription, Adobe Premiere Pro, Final Cut Pro X, or Transcriva.

Oral History Equipment



Lavalier Microphone



Camcorder



Headphones



Computer



Audio Recorder

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Who do I ask for help?

- **You should always consult with your on-site supervisor at your respective institution first.**
 - Some of the institutions already have archivists on staff.
- If no one on-site knows the answer or the activity in question is taking place on campus, feel free to contact myself or Enrique. Enrique works with interns to record and edit oral history videos.
 - Training Videos on Oral History Equipment Use:
 - Tascam Audio Recorder: <https://www.youtube.com/watch?v=7jThjDgOsj4&t=19s>
 - Other equipment: https://www.youtube.com/watch?v=2I6_JRfsr9g&t=27s
- There are other personnel on this grant that work with digital collections: Jamie Rogers, Rebeca Bakker, and Kelley Rowan of FIU Digital Collections and Isabel Brador of The Wolfsonian-FIU. We all work collaboratively on the preservation aspects of this grant.

Katie Coldiron, Digital Archivist

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- Office: MMC, PC 246C



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Conclusion: This is a marathon relay, not a sprint.

- This grant lasts for 3 years in total.
 - Most of you will not be working for the entire grant period.
- All of you will be completing integral **pieces** of the grant.
- You will come out of this experience with skills that will help you on the job market, furthering your education, and beyond.



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